

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

96-9609

May 17, 1996

TO: All Individuals and Groups Interested in the Activities of the
Commission on Teacher Credentialing

FROM: Sam W. Swofford, Executive Director

SUBJECT: Approval of Title 5, Section 80122(l), Authorizing the Collection of Fees
for Credential Waivers

The Office of Administrative Law has approved the amendment to Section 80122 of Title 5, California Code of Regulations, authorizing the collection of fees for credential waivers. *These regulations will apply to waiver requests received by the Commission on and after July 1, 1996.*

TEXT OF THE REGULATION

§80122. Requirements for Variable Term Waivers.

The application for a waiver document shall include all of the following: ...

- (l) Fee(s). Effective July 1, 1996, the waiver request shall include payment of the fee(s) required by Section 80487. Waiver requests for individuals who hold a valid non-emergency teaching credential based on possession of a baccalaureate degree from a regionally accredited institution and completion of a professional preparation program that includes student teaching shall include payment of the fee(s) required by all sub-sections of Section 80487, as appropriate, except 80487(a)(1).

THE FEE

The current fee required by Section 80487 is seventy dollars (\$70). Effective July 1, 1996, this fee will apply to waiver requests as well, with the exceptions noted below.

Waiver requests for individuals who do not have fingerprint clearance on file with the Commission must also include the fingerprint card processing fee of fifty-six dollars (\$56) plus two fingerprint cards and a completed Application for Character and Identification Clearance (form 41-CIC). It will no longer be necessary to submit the separate thirty-five dollar (\$35) fee for a Certificate of Clearance. Effective with this fee change, the Commission will issue a numbered waiver approval document only after fingerprint clearance has been received. If a waiver is approved by the Commission prior to fingerprint clearance, we will send a letter verifying that action, but noting that final approval is "Pending Fingerprint Review".

EXEMPTIONS FROM THE FEE

Individuals who hold a valid non-emergency teaching credential based on possession of a baccalaureate degree from a regionally accredited college or

university and completion of a professional preparation program that includes student teaching are exempt from this fee. This includes most preliminary, clear, professional clear, and life teaching and service credentials. Documents that do NOT qualify for the exemption and whose holders must pay the fee include:

- Emergency Permits
- 30-Day Substitute Permits
- Designated Subjects Adult, Vocational, or Special Subjects Credentials
- Children Center Permits

PAYMENT

The Commission prefers payment in the form of a cashier's check or money order. However, because the deadlines for submitting waiver requests are so strict, we will accept personal checks.

APPLICANT QUALIFIES FOR A PERMIT OR CREDENTIAL

If the individual for whom a waiver is requested qualifies for an emergency permit or a credential which authorizes the service, Commission staff will return the waiver request to the employing agency and ask for submission of an application instead of the waiver request. If the applicant submitted a fee with the waiver request, that fee may be used toward the appropriate permit or credential. To make this process easier, we will include an application form with a note in the box in the upper right-hand corner that says "\$70 WAIVER FEE ON FILE". Please use that form to apply for the permit or credential to avoid delays or confusion.

SUBSTITUTING IN MORE THAN ONE DISTRICT

Each waiver request, regardless of the credential goal, requires public notice and approval by the Commission. When there was no fee for a waiver, several school districts could submit waiver requests on behalf of an individual whom they wished to employ as a day-to-day substitute teacher pending passage of CBEST. The implementation of the fee creates a problem for these individuals. The Commission has no desire to charge multiple fees for one person to serve as a substitute teacher in several districts. To solve this problem, the Commission will charge a fee for the initial waiver request. Additional waiver requests for the same individual to serve as a day-to-day substitute in other districts will be processed free of charge.

To determine if the waiver you are requesting should be free of charge, you may either ask the individual for a copy of the currently valid waiver document or contact the Commission to see if such a waiver has been issued or is in process.

If the fee has already been paid, please write "30-DAY SUB--ADDED RESTRICTION" on the line for the credential goal and be sure that the waiver you are requesting will expire on exactly the same day as the one for which the fee was paid. All other requirements remain the same, including the requirement for public notice.

QUESTIONS

If you have questions about the waiver fee, you may contact the Commission's Information Services Office between the hours of 12:30 and 4:30 any workday afternoon at (916) 445-7256; you may leave a message on the waiver recorder by calling (916) 323-7136; or you may e-mail us at waivers@ctc.ca.gov.